

# INTERNATIONAL SYMPOSIUM ON COMPUTER ARCHITECTURE AND HIGH-PERFORMANCE COMPUTING (SBAC-PAD)

## STEERING COMMITTEE CHARTER

### I. Goals and Purpose of SBAC-PAD

Held annually (since 1987), the **International Symposium on Computer Architecture and High-Performance Computing**, also known as SBAC-PAD (the acronym comes from the time when the symposium was in Portuguese – *Simpósio Brasileiro de Arquitetura de Computadores e Computação de Alto Desempenho* – and has been kept for tradition), gathers users, developers and researchers from academic, industrial and governmental R&D institutions to discuss progress and exchange ideas on the many aspects of computer architecture and high performance parallel and distributed computing.

SBAC-PAD is managed by a Steering Committee, an Organizing Committee, and a Program Committee, whose functions are discussed below together with other relevant matters.

### II. Sponsorship

#### A. Co-sponsorship by the IEEE Computer Society.

Since 2005, the *Special Commission on Computer Architecture (CEAC)* of the *Brazilian Computer Society (SBC)* has been joined by the *IEEE Computer Society's Technical Committee on Computer Architecture (TCCA)* and the *Technical Committee on Scalable Computing (TCSC)* as co-sponsors of SBAC-PAD. Under this agreement, the SBC assumes 75% and IEEE Computer Society 25% (this being the minimum acceptable share according to current IEEE CS policy), divided equally between the two technical committees, of the legal and financial liability of the conference.

Any change in sponsorship or in the percentage of sponsorship must be approved initially by a 2/3 majority vote of the Steering Committee.

#### B. Withdrawal of a Co-Sponsor

A Co-Sponsor shall have the right to withdraw from participation in SBAC-PAD. The notice of withdrawal of a Co-Sponsor or termination of the agreement should be provided as soon as possible prior to the next SBAC-PAD, but no later than the publication of the Call for Papers (CPF) in which Sponsors are explicitly shown. Withdrawal shall be effective upon receipt by the Steering Committee Chair of the Co-Sponsor's written notice of withdrawal. Upon the effective date of withdrawal, all references to the Co-Sponsor shall be deleted from all promotional, advertising, and other materials produced for the purpose of distribution in connection with SBAC-PAD. The withdrawing Co-Sponsor will be liable for its proportionate share of any expenses, losses, and contractual obligations incurred up to the effective date of withdrawal unless the remaining Co-Sponsor(s) agrees to assume all liability for expenses, losses, and contractual obligations.

### **III. The Steering Committee**

#### *A. Role*

To oversee the long-term planning and success of this conference, the Steering Committee plans for future conferences, evaluates how well each conference has achieved the objectives stated above, and implements improvements to better meet these objectives.

The Steering Committee is responsible for the general oversight of and setting policy for the meeting. The Steering Committee is normally responsible for making the major strategic decisions, namely, the appointment of the general chair and program chair, selection of dates and locations, major theme, and coordination among the sponsors. In addition, the Steering Committee may review and approve the budget before it is sent to the sponsors.

More specifically the Steering Committee should:

1. Plan future SBAC-PAD meetings,
2. Obtain feedback about SBAC-PAD for the purpose of improving the conference,
3. Select the General and Program Chairs of future SBAC-PAD meetings in response to the submitted proposals (Section 3),
4. Select the locations and dates for future SBAC-PAD meetings, in response to the submitted proposals (Section 3),
5. Assist in the appointment of other positions in the Program Committee,
6. Advise the Organizing Committee on various matters related to the organization of the conference.

#### *B. Steering Committee Chairperson*

The Chair of the Steering Committee shall be elected from among the Steering Committee members.

#### *C. Steering Committee Members*

The membership of the Steering Committee is designed to insure continuity in the operation of the conference as well as the flow of new ideas. The Steering Committee includes the Standing Members, representatives of the sponsorship community, the previous two General Chairs and the previous two Program Committee Chairs. The membership of the committee changes as soon as the current conference is over. In cases of “dual” membership (e.g., if the PC Chair in one year was also the General Chair in the next or if a Chair is already a Standing Member), that person is entitled to only one vote on the committee.

For 2009, the Steering Committee includes seven standing members: Liria Sato, Jairo Panetta, Philippe Olivier Alexandre Navaux, Siang Song, Claudio Amorim, Jean-Luc Gaudiot and Alberto Ferreira De Souza; the past two General chairs: Philippe Olivier Alexandre Navaux (the 2007 General Chair) and Edson Norberto Cáceres (the 2008 General Chair); the previous Program Committee chairs: Vinod Rebello and Jean-Luc Gaudiot (PC Co-Chairs 2007) and Viktor Prasanna and Walfredo Cirne (PC Co-Chairs 2008); and representatives of the sponsorship communities: currently, Jean-Luc Gaudiot (IEEE-TCCA), Rajkumar Buyya (IEEE-TCSC) and Alberto Ferreira De Souza (SBC-CEACPAD).

#### *D. Standing Members*

Standing members are long term members of the Steering Committee. A Standing Member is a researcher that is active in the areas of interest to SBAC-PAD, and has extensive practical experience and/or has published frequently in relevant journals and conferences. In addition, he/she should have significant experience in the organization and operation of the SBAC-PAD events (for example, having served as General and/or Program Chair of past symposiums). Retirement of a standing member can occur when a member voluntarily retires or when she/he is removed by a majority vote of the Steering Committee (including the unanimous vote of all remaining standing members). The person to replace a standing member must be selected by a majority vote of the Steering Committee (including the unanimous vote of the remaining standing members).

The five SBAC\_PAD standing members were originally Philippe Navaux, Jairo Panetta, Liria Sato, Claudio Amorim and Siang Song. In 2005, two additional standing members were appointed: Alberto Ferreira De Souza and Jean-Luc Gaudiot.

#### *E. Representatives of the sponsorship community*

The representatives of the sponsorship community are nominated by the sponsors with agreement by a majority vote of the Steering Committee (including the unanimous vote of the standing members).

For 2008, the representative of IEEE Computer Society's Technical Committee on Computer Architecture (TCCA) is Jean-Luc Gaudiot, the representative of IEEE Computer Society's Technical Committee on Scalable Computing (TCSC) is Rajkumar Buyya, and the representative of SBC's *Comissão Especial de Arquitetura de Computadores e Processamento de Alto Desempenho* (Technical Committee on Computer Architecture and High Performance Computing) is Alberto Ferreira De Souza.

#### *F. Steering Committee Meetings*

A Steering Committee meeting will be held at each SBAC-PAD. If necessary, interim meetings can be called by the Steering Committee Chair or by a simple majority of the members and can be held by electronic mail or by other means.

Steering Committee members are expected to attend the Steering Committee meeting at each SBAC-PAD. Members who miss two consecutive meetings at SBAC-PAD without giving sufficient cause are considered to have withdrawn from the Committee, subject to review by the Steering Committee.

Minutes will be taken by the secretary or other member of the Steering Committee designated by the Chair. The Chair will maintain minutes of the past Steering Committee meetings.

### **IV. Constituting a Conference**

The Steering Committee obtains, through open and informal solicitations, proposals for: conference locations, names of individuals who are suitable to serve as General Chair(s), individuals who are suitable to serve as Program Chair(s), and other organizational issues.

Individuals or institutions interested in proposing, organizing and hosting a future SBAC-PAD should make their intentions known sufficiently in advance of the proposed date (e.g., 30 months) so that any information required by the Steering Committee can be obtained in a timely manner, and other activities can be integrated into a program of interest to all.

Written proposals for the conference should be sent to the Chair of the Steering Committee significantly before the proposed conference date. The decision on a subsequent SBAC-PAD conference will generally be made at least 24 months before the proposed date. Proposals should list facilities, venue, proposed management, budgets and financial arrangements, a brief summary of the conference structure, and any other information required by the Steering Committee. In particular, the scheduling of any other potentially conflicting meetings within several months before or after the proposed meeting date must be evaluated as part of the proposal.

Each year, the Steering Committee will decide on the location of the next conference (or two years ahead of time, if needed). The Steering Committee chair will initiate a discussion and a decision on the venue of the next meeting will be made by majority vote of the Steering Committee. The authors of the proposal(s) may suggest names for the General and Program Committee chairs but the Steering Committee may elect not to consider their suggestion as part of the proposal.

The conference is traditionally held in Brazil. For 2008, the location will be the city of Campo Grande, State of Mato Grosso do Sul, Brazil.

## **V. Rules governing the SBAC-PAD Chair Positions**

The General Chair(s) of the SBAC-PAD is selected by the Steering Committee and shall normally go to new individuals each time. It is especially important that these persons are active in the field, have extensive practical experience, and/or have published frequently in relevant journals and conferences. In addition, they should have significant experience in organizing international conferences (e.g., as Chairs or Program Chairs or as Program Committee members of other conferences).

The name(s) of the person(s) recommended as the General Chair(s) shall be part of the proposal (see Section IV). The Steering Committee shall be free to accept or reject any recommended names for General Chair or Program Chair in order to best promote the conference.

It is important that the General and Program Chairs, as well as the members of the Program Committee and the Organizing Committee, represent the different disciplines and professions within the scope of SBAC-PAD.

Other conference chairs, e.g., Tutorial Chair(s), are chosen by the General Chair(s) with the advice and consent of the Steering Committee. The Program Chair(s) select(s) the Program Committee members with the guidance of the General Chair(s).

## **VI. General Chair(s) and the Organizing Committee**

In each conference, the General Chair(s), the Program Chair(s), and explicitly identified other chairs (for example, Tutorial Chair) form the Conference Organizing Committee for that conference and are charged with the planning, running, and oversight of that conference to ensure that it meets the objectives stated in Section I.

The General Chair(s) is responsible for the overall running of the conference, and serves as the Chair(s) of the Organizing Committee. Although it is expected that the General Chair will be given wide latitude, she/he should keep the Steering Committee informed of all important or non-routine developments and feel free to seek guidance. Disagreements on major issues (*e.g.*, membership of the Organizing Committee) will be resolved amicably, or, failing that, by a majority vote of the Steering Committee and the General Chair.

For 2008, the General Chair is Edson Norberto Cáceres (Universidade Federal de Mato Grosso do Sul - Brazil).

The Program Chair(s) is (are) chosen by the General Chair with the advice and consent of the Steering Committee. It is especially important that the Program Chair(s) be active in the field, and has(have) published frequently. The Program Chair(s) selects the Program Committee members with the guidance of the General Chair(s).

For 2008, the Program Committee Co-Chairs are Viktor Prasanna (USC, USA) and Walfredo Cirne (Google, USA).

The Organizing Committee approves all major decisions concerning the conference. The General Chair(s) is responsible for the finances of the conference and for coordinating local arrangements. To these ends, the General Chair(s) will appoint a Treasurer and a Local Arrangements Chair. The General Chair(s) may also appoint a Publicity Chair, Publications Chair, Registration Chair and other positions as necessary.

The General Chair(s) and the appointed Publicity Chair are responsible for the publicity of the conference. All notices requesting papers, panels, tutorials and tool demonstrations as well as the advance program announcement and registration material shall be widely distributed in a timely manner. This should include announcements in professional and research journals, the trade press, electronic bulletin boards, the World Wide Web, and mailings to individuals on (electronic and postal) mailing lists of interested or participating organizations. The goal is to allow full participation in all facets of the conference by a worldwide audience.

The General Chair(s) is responsible for obtaining all necessary approvals and financial supports from conference sponsors, and soliciting proposals on local facilities (such as hotels and universities) that host the conference.

Special efforts should be made by the General and Program Committee chairs to get organizers of future SBAC-PAD's involved in the organization and program committees of the present conference.

## **VII. Program Chair(s) and the Program Committee**

The Program Chair(s) is (are) responsible for planning the technical program of the conference. Each year, the specific topics encouraged for submission will be decided upon by the Program Committee Chair(s), in consultation with the Steering Committee. Since 2004, the SBAC-PAD Program Committee Chair has been shared by one member from the international Computer Architecture-HPC community and one member from the Brazilian Computer Architecture-HPC community. A majority vote including the Steering Committee and the current Program Committee Co-Chairs will settle disagreements.

### *A. Program Committee*

The Program Chair(s) will appoint individuals to serve in the Program Committee with the advice and consent of the General Chair(s).

Diversity should be given strong consideration in the selection of the Program Committee. Such considerations may include but are not limited to expertise, geographical distribution, ethnicity, and gender. Above all, Program Committee members shall be chosen on the basis of their technical qualifications and experience. The Program Chair(s) should promote continuity by including on each year's committee some members from the committees of previous conferences (e.g., members from past Organizing and Program Committees).

### *B. Call For Papers*

The Program Chair(s) will prepare the Call For Papers (together with the Publicity Chair), send out notification of acceptance and rejection of submitted papers, and send out instructions to authors for submitting their final papers. The call for papers as well as actions by the individuals on the Program Committee shall encourage the submission of high quality papers that have not been previously published or currently submitted elsewhere, including reports on practical experiences with evaluations of advanced technologies.

### *C. Reviews of Submitted Papers*

The SBAC-PAD symposium shall require full papers for review. The Program Committee shall be responsible for reviewing all submitted papers, for submitting timely, informative reviews that provide authors with feedback about their papers, and for attending Program Committee meetings. The Program Chair(s) will determine the procedures for reviewing and accepting papers for the program. They shall distribute the papers for review and arrange information so the papers can be discussed by knowledgeable reviewers. Program Committee members can seek expert advice from external reviewers, but they shall be responsible for having reviewed the papers themselves. Each paper shall be reviewed by at least three reviewers. The reviews for each paper may be discussed between Program Committee members in order to provide other committee members familiar with the work an opportunity to contribute useful information that might affect the outcome of the review process. If consensus cannot be formed or there are additional concerns raised about a paper, additional information or reviews should be obtained. It is important that the Program Committee consider all papers fairly.

All discussions about a paper shall remain in confidence. The names of reviewers are not to be revealed to authors. Reviewers, however, shall be free to identify themselves to an author if they so wish.

It is recognized that English may not be the native language of many of the authors of contributed papers. It is still expected, however, that all papers will be reasonably presented and written in acceptable English. It is strongly recommended that authors whose native language is not English seek professional help in polishing the writings in their papers.

Full papers are the cornerstone of SBAC-PAD. As a consequence, only accepted full papers should be included in the proceedings together with panel statements, and of course keynote and invited papers.

## **VIII. Awards**

SBAC-PAD offers the *Julio Salek Aude Award* to the best submitted paper. NEC of Brazil sponsors the *NEC Award* for the best quality paper from the area of Applications for High Performance Systems.

## **IX. Financial Matters**

The SBAC-PAD budget will be developed by the Organizing Committee and approved by the Steering Committee. The General Chair(s) and the Finance Chair will then submit the budget for approval by the Sponsor(s) no later than six months prior to the conference. Budget approval will be handled concurrently by the cosponsoring organizations. The budget must be approved by the Sponsor(s) prior to the distribution of any publication or registration fees.

Conference accounts shall be closed within 120 days following the completion of SBAC-PAD. At that time, all surplus funds shall be distributed to the sponsor(s) and organizing institution. A final report and the closing bank statement must be submitted to the cosponsoring organizations no later than 120 days after SBAC-PAD by the General Chair(s) and the Finance Chair. The Sponsors will receive a list of SBAC-PAD attendees with names and full address information no later than 120 days after SBAC-PAD. Each Sponsor may use the attendee mailing lists at its sole discretion.

## **X. Intellectual Property**

The proceedings shall carry the names, logos, and addresses of the IEEE and the IEEE Computer Society. The disposition of rights and permissions, and the maintenance of the authors' copyright assignments, rests solely with the copyright holder. The revenue from the dispensation of rights and permission shall be the sole property of the rights owner. Requests for reprint or re-use from third-party material will be handled according to the existing reprint policies of the copyright holder.

The Program Chair(s) shall ensure that copyright release forms have been collected prior to publishing the proceedings and that an electronic version of the proceedings is forwarded to the IEEE Computer Society. The IEEE Computer Society reserves the right to include an electronic version of the proceedings in the IEEE Digital Library.

## **XI. Termination of the Conference**

The termination of SBAC-PAD may be proposed by the Steering Committee or one of the Sponsors, and must be approved by all of the Sponsors. In the event of a termination, the Sponsors will work together to dispose of any assets and liabilities of SBAC-PAD.

## **XII. Amendments**

This charter may be amended when a proposal has been made by one of the members of the Steering Committee. A discussion of suitable length (not less than 3 months) should precede any vote. A 2/3 majority of Steering Committee members is required for passage of any proposed amendment.

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